Catalog Definitions Documentation

PeopleSoft Module: Benefits Administration

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
310	**Course Name:** Benefits Eligibility	
	Course Name (short/abbrev): Ben. Eligibility	

	Course Description: The Benefits Eligibility course will provide Specialists with the necessary tools to process various transactions for the non-central state employee population.	
	Prerequisites: N/A	
	Recommended Audience: ▪ External Agency Benefits Coordinators ▪ Benefits Administration Analysts ▪ Benefits Administrator 1 and 2 ▪ Benefits Administration Billing Analysts ▪ Central Payroll Administrator ▪ Benefits Administration Payroll Analysts	
	Course Objectives: ▪ Search by National ID ▪ Hire a Person ▪ Adding an Employment Instance ▪ Correcting National IDs ▪ Updating Personal Information ▪ Entering Job Changes ▪ View Employee Benefit Information ▪ View Employee Job Information ▪ View Employee Health Benefit Elections ▪ View Deduction Balances ▪ View Queries	